



# Exhibitor Service Kit

June 26-28, 2012  
Cobo Center  
Detroit, MI

**T3expo**<sup>®</sup>  
Save money. Grow your event.

## Welcome

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Dear Veteran Hiring Fair 2012 Exhibitor:

T3 Expo is proud to have been selected as the official service contractor for The Veteran Hiring Fair 2012. This document contains information and order forms for many of the services we offer. Please take a few minutes to review and read this material carefully. We recommend you place your order as soon as possible in order to take advantage of the advance order discounts, our goal is to help make your participation at this event a success.

T3 Expo has provided a direct contact to assist with your exhibiting needs. Please contact Akiko Osborne, [help@T3expo.com](mailto:help@T3expo.com), 1-888-698-3397 x. 309.

Thank you for your business,  
From all of us at T3 Expo.

## Exhibit Profile

Company Name		Booth #	
Street Address			
City	State	Zip	Country
Contact Name		Email Address	
Telephone (      )		Fax (      )	

Please fill out the above information and send this page with all orders. Fax to: 888-846-6030 E-mail to: help@t3expo.com

## Show Information

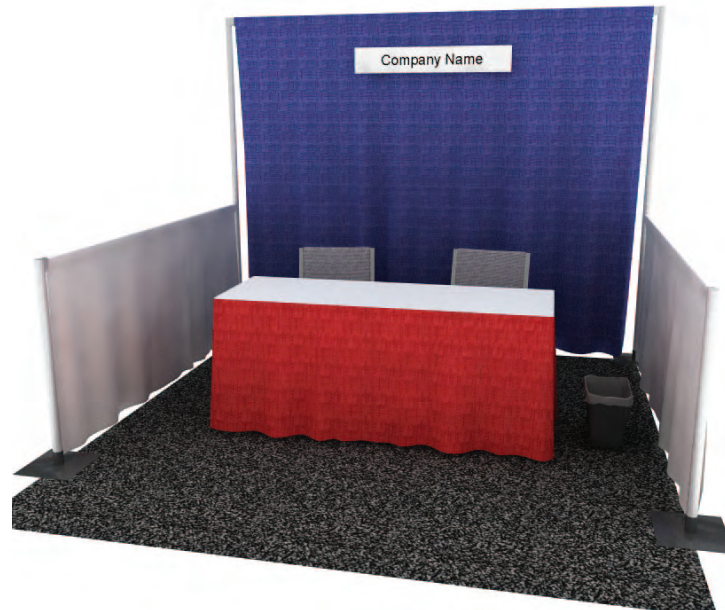
### Show Colors

Drape: blue & white, Aisle Carpet: grey, (1) Booth Carpet: grey

### Booth Equipment

Each numbered non-island 10 x 10 exhibitor booth includes:

- 8' high back drape, 3' high side rail drape
- (1) Wastebasket
- (1) Identification Sign (7" x 44")
- (1) 6' Draped table (red)
- (2) Side chairs
- (1) Booth Carpet: grey
- (1) 120V (up to 10 amp) electrical outlet will be provided



### Discount Price Deadline Date

To receive the advance order discount, we must receive your order and payment by June 11, 2012.

### Show Schedule\*

#### Exhibitor Move In:

Monday June 25, 2012 8:00 a.m. - 3:00 p.m.

#### Exhibit Hours:

Tuesday\* June 26, 2012 10:00 a.m. - 7:00 p.m.  
Wednesday\* June 27, 2012 10:00 a.m. - 7:00 p.m.  
Thursday\* June 28, 2012 10:00 a.m. - 7:00 p.m.

#### Dismantle and Move Out:

Thursday June 28, 2012 7:00 p.m. - 9:00 p.m. (Overtime starts at 4:30 p.m.)  
Friday June 29, 2012 8:00 a.m. - 2:00 p.m.

Please note, the streets around the Cobo Center will be closed at 5:00 p.m. for a fireworks display. Please plan for your shipments to arrive early Monday June, 25 2012.

\* Agenda subject to change. Please check back for updates.

# Material Handling

## Rate Classifications

**Crated** - Material that is skidded or in any type of shipping container or box that can be unloaded at the dock with no additional handling required.

**Uncrated** - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. Uncrated shipments will NOT be accepted at the Advance Warehouse.

**Small Package** - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

## Additional Fees May be Applicable

**Late to Warehouse Fee:** Shipments arriving after Wednesday, June 19, 2012 will be charged an additional 30% per pound.

**Shipments Returned to Warehouse:** Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound. Shipments not picked up from the warehouse within 72 hours will be charged for storage.

## Overtime

Overtime is Monday through Friday prior to 8:00 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.

Based upon the freight handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:

Shipments are received on overtime.

Due to scheduling beyond T3 Expo's control, your advance freight is moved to showsite on overtime.

Shipments are loaded out on overtime.

## Advance Shipments to Warehouse

**Advance shipments will begin to be received on Friday, May 25, 2012 at 8:00 a.m.** Shipments that arrive prior to that date and time may be refused.

### Crated

Shipment Weight \_\_\_\_\_ x \$0.97 / lb. = \$ \_\_\_\_\_

### Small Packages (Under 50 lbs.)

Number of Pkgs. \_\_\_\_\_ x \$49.00 ea = \$ \_\_\_\_\_

## Direct Shipments to Show Site

**Direct shipments will begin to be received on Monday, June 25, 2012 at 8:00 a.m.** Shipments that arrive prior to that date and time may be refused by the facility as T3 Expo will not have staff present prior to this date and time.

### Crated or Uncrated

Shipment Weight \_\_\_\_\_ x \$0.95 / lb. = \$ \_\_\_\_\_

### Small Packages (Under 50 lbs.)

Number of Pkgs \_\_\_\_\_ x \$47.50 ea = \$ \_\_\_\_\_

Total Estimated Floor Material Handling \$ \_\_\_\_\_

Please include the **Exhibit Profile** page with all orders

## Shipping Addresses

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### Advance Shipments to Warehouse

#### Address

To: (exhibiting company name and booth #)

For: Veteran Hiring Fair 2012

c/o: T3 Expo  
YRC  
22701 Van Born Rd.  
Detroit, MI 48180

#### Information

- Advance shipments are accepted from May 25, 2012 to June 22, 2012.
- Any shipment arriving after June 19, 2012 will be charged an additional 30% per pound.

### Direct Shipments to Show Site

#### Address

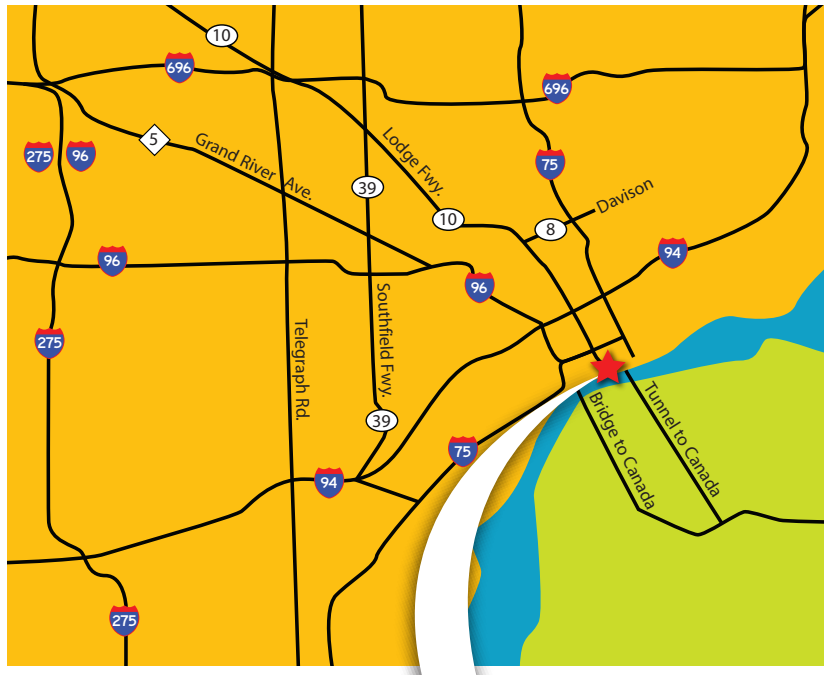
To: (exhibiting company name and booth #)

For: Veteran Hiring Fair 2012

c/o: T3 Expo  
Cobo Center  
1 Washington Blvd.  
Detroit, MI 48226

#### Information

- First day direct shipments will be accepted is June 25, 2012 at 8:00 a.m.
- Carrier Pick-up: **All carriers must check in by 1:00 p.m. Friday, June 29, 2012.**



## Directions to Cobo Conference/Exhibition Center Loading Docks

### • From I-94 East- and West-bound

Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

### • From I-75 North-bound

Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Cobo Center, stay on M-10 south and exit at Howard Street (#1C).

### • From I-75 South-bound

Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

### • From I-96 East-bound

Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/Cobo Center-Civic Center. For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

### • From Lodge Freeway

Take M-10 south and exit at Howard Street (#1C).



### From M-10/Howard Street exit to Detroit, Wayne, Oakland and Macomb Hall Loading Docks

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Avenue, turn right. Take Second Avenue straight into loading docks just past Congress.



### From M-10/Howard Street exit to Michigan Hall Loading Docks

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Civic Center Drive just before Joe Louis Arena, turn right. Follow Civic Center Drive to the Truck Loading Entrance.

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

# Advance Shipment

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
YRC  
22701 Van Born Rd.  
Detroit, MI 48180

Event: **Veteran Hiring Fair 2012**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# Advance Shipment

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
YRC  
22701 Van Born Rd.  
Detroit, MI 48180

Event: **Veteran Hiring Fair 2012**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

# Direct Shipment

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
Cobo Center  
1 Washington Blvd.  
Detroit, MI 48226

Event: **Veteran Hiring Fair 2012**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# Direct Shipment

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
Cobo Center  
1 Washington Blvd.  
Detroit, MI 48226

Event: **Veteran Hiring Fair 2012**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces



## Ancillary Services

All signage needs to be ordered by May 25, 2012 to ensure timely production.

- Minimum order per graphic 9 sq. ft.
- Double sq. ft. for double sided graphics.
- Round sq. ft. to next whole increment.
- File conversion, retouching, or color correction may incur additional charges.

- Exhibitor must sign up for accessible storage at the Service Desk
- Accessible storage is for storing items such as giveaways that need to be replenished.

■ NOTE: If you are already paying for advance or direct material handling to T3 Expo, there is no additional charge for empty storage. If you are hand carrying your exhibit and require storage, empty storage fees will apply.

- Empty Storage fees cover the duration of the event.

### Signage

#### ☐ Standard Size Signs

Quantity	Discount Price	Standard Price	Extended
<input type="checkbox"/> 8½" x 10" .....	<input type="text"/> x \$51.00	\$62.50	= \$ <input type="text"/>
<input type="checkbox"/> 7" x 44" .....	<input type="text"/> x \$43.75	\$53.50	= \$ <input type="text"/>
<input type="checkbox"/> 14" x 22" .....	<input type="text"/> x \$44.50	\$54.25	= \$ <input type="text"/>
<input type="checkbox"/> 22" x 28" .....	<input type="text"/> x \$90.00	\$110.00	= \$ <input type="text"/>
<input type="checkbox"/> 28" x 44" .....	<input type="text"/> x \$133.00	\$163.00	= \$ <input type="text"/>

#### ☐ Custom Size Banner (in feet)

Width <input type="text"/> x Height <input type="text"/> = Area <input type="text"/>	x \$14.40	\$19.45	= \$ <input type="text"/>
		Double Sided	x 2
		Sub-Total:	\$ <input type="text"/>

### Accessible Storage

Based upon square footage required for storage.

Up to 25 square feet	\$ 90.00 per day
26 to 50 square feet	\$ 140.00 per day
51 to 100 square feet	\$ 200.00 per day
101 to 150 square feet	\$ 240.00 per day
151 to 200 square feet	\$ 350.00 per day

\* Labor will also be charged to store an retrieve items.

Sub-Total: \$

### Empty Storage

Cardboard Box	\$ 40.00 ea
Fiber Case	\$ 50.00 ea

Sub-Total: \$

Order Discount Deadline ..... June 11, 2012

Total Estimated Ancillary Services ..... \$

Please include the **Exhibit Profile** page with all orders

# Artwork Submission Guidelines

**NOTE:** All artwork must be received by  
**May 25TH**

## Graphic Panel Artwork/Graphics

To obtain optimal output from your files, provide all artwork files as either:

1. AI (Adobe Illustrator) Native files
2. IDD (Adobe InDesign) Native files

When preparing artwork, please follow the guidelines below:

1. Create files at 100% scale when possible.
2. Set document color mode to CMYK.
3. Only work at a smaller size if the artboard does not support the finish graphic size.
4. Use 50% scale as secondary option.
5. Use 25% scale as last option.
6. Convert ALL fonts to outlines.
7. Any critical color needs to be created as a Spot Color (Pantone/PMS).
8. Regarding images used in layout:
  - A. Illustrator: Include the placed image along with the final AI file when submitting.
  - B. InDesign: Package all (this will include all images and fonts used in the file).
9. Create a PDF PROOF to send along with your finished artwork to indicate how the file should look. Do not send a PDF file for final print output.

**DO NOT SEND:**

-PDF files for final output, Quark Files, GIF or BMP files

## Logo Files

To obtain optimal output from your files, provide logos as:

1. AI vector file
2. EPS vector file

When preparing logo files:

1. Convert all fonts to outlines.
2. Set document color mode to CMYK.
3. Create any critical colors as Spot Colors (Pantone/PMS).

If AI or EPS files are not available the following raster image files may be submitted:

1. TIF
2. JPG

If submitting the above:

1. Files need to be high resolution 300 dpi

**DO NOT SEND:**

-GIF or BMP files

## Sending Graphics

### Email

5MB or less, please compress files if possible.

Submit all artwork/copy/questions to: **sforrest@T3expo.com**

Include company name, event name, and booth number in subject line on all submissions and inquiries.

### CD/DVD

Mail with color print of what the file/artwork looks like

### US Mail

T3 Expo / Sarah Forrest / 22 Industrial Blvd. / Hanson, MA 02341

Include company name, event name, and booth number on all submissions.

## Estimated Totals

Below is a summary of your order. Please also fill out and provide a method of payment.

### Services Ordered

		Totals
Material Handling.....	=	\$
Labor .....	=	\$
Ancillary Services .....	=	\$
Total:		\$

### Method of Payment

☐ **Company Check**

Please make check payable to T3 Expo (Checks must be in U.S. Funds)

Mail to:

T3 Expo  
22 Industrial Blvd.  
Hanson, MA 02341

☐ **Credit Card**

### Credit Cards T3 Expo Accepts:

Visa

Master Card

American Express

We will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

Exhibiting Company:	Booth #:	
Account Number:	Expiration Date:	CCID #
Cardholder Name:	Card Type:	
Signature:		
Cardholder Billing Address:		
City/State/Zip:		

Please include the **Exhibit Profile** page with all orders

## Third Party Authorization

In order to authorize T3 Expo to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it by June 8, 2012.

### Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

### Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

#### EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Phone:	Fax:
Contact's E-Mail:	

#### THIRD PARTY COMPANY INFORMATION

Third Party Company Name:	Contact Name:
Third Party Billing Address:	
City/State/Zip:	
Phone:	Fax:
Contact's E-Mail:	

#### THIRD PARTY CREDIT CARD AUTHORIZATION

Account Number:	Expiration Date:	CCID #
Cardholder Name:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:		
City/State/Zip:		

## Notification Of Intent To Use EAC

This form must be received 30 days prior to the first day of exhibitor move in.

### Important Information

Inform your Exhibitor Appointed Contractor that they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

**If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or fax to the address listed below.**

Please return to: Halfaker & Associates  
2900 South Quincy St., Suite 375  
Arlington, VA 22206  
Attn: Elaine Powell  
p (202) 570-1716      f (202) 379-9767

\* Please also send this form with your order to T3 Expo.

### EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth Number:
Exhibitor Name:	
Signature:	Date:

### EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Phone:	Fax:
Type of Service to be Performed:	

# Terms and Conditions

The terms and conditions set forth below are part of the contractual agreement between T3 Expo, LLC. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met: THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO T3'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH T3 IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH T3 EXPO, LLC.

## 1. DEFINITIONS.

For purposes of this contract, "T3" means T3 Expo, LLC. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors T3 may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC").

## 2. PACKAGING AND CRATES.

T3 shall not be responsible for damage to loose uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition T3 shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

## 3. EMPTY CONTAINERS.

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his/her representative. All previous labels must be removed or obliterated. T3 assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without T3 labels
- Improper information on empty labels

T3 WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

## 4. INBOUND SHIPMENTS.

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. T3 recommends the securing of security services from Facility or Show Management.

## 5. OUTBOUND SHIPMENTS.

Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR

RELOADING AT THE CONCLUSION OF THE EVENT. T3 highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to T3 by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to T3 and the actual count of such items in the booth at the time of pickup.

## 6. DELIVERY TO THE CARRIER FOR RELOADING.

T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A T3 DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. T3 loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. T3 ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

## 7. DESIGNATED CARRIERS.

In order to expedite removal of materials from the show site, T3 shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL T3 BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself/herself with these terms and conditions T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

## 8. T3'S RESPONSIBILITIES.

T3 shall be responsible only for those services which it directly provides. T3 assumes no responsibility for any persons, parties, or other contracting firms not under T3's direct supervision and control. T3 shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond T3's reasonable control nor for ordinary wear & tear in the handling of materials.

## Terms and Conditions (cont.)

### 9. INSURANCE.

It is understood that T3 is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide T3 with a release and waiver of subrogation to the extent of any insurance settlement received.

### 10. CLAIM(S) FOR LOSS.

EXHIBITOR agrees that any and all claims for loss or damage must be submitted to T3 immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from T3's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against T3 more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and T3 relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to T3 for its services, as an offset against the amount of any alleged loss or damage. Any claims against T3 shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY T3 if found liable for any loss. T3's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to T3 for material handling services during the show or exposition under this contract.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. T3's liability shall be limited to any loss or damage which results solely from T3's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall T3 be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of T3 or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if T3 has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(s).

### 11. JURISDICTION.

THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MASSACHUSETTS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN PLYMOUTH COUNTY, MASSACHUSETTS.

### 12. INDEMNIFICATION.

EXHIBITOR agrees to indemnify, forever hold harmless and defend T3 and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through T3 or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of T3's equipment.
- EXHIBITOR'S violation of Federal State, County or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**13. WAIVER AND RELEASE.** EXHIBITOR, as a material part of the consideration to T3 for services, waives and releases all claims against T3 with respect to all matters for which T3 disclaimed liability pursuant to the provisions of this Agreement.

### 14. MISCELLANEOUS.

EXHIBITOR, as a material part of the consideration to T3 for material handling services, waives and releases all claims against T3, its employees, agents, directors and officers with respect to all matters for which T3 has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.



# United States Fire Department Regulations

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## For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

**Booth Construction** - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

**Fire Department** - A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles 1/2 full or less).

**Obstructions** - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

**Fire-Retardant Treatment** - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

**Combustibles** - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

**Storage behind booth backwall is strictly prohibited.**



## Detroit Labor Guidelines

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### For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

**Exhibit Installation And Dismantling** - Full time employees of the exhibiting companies may set their own (10 x 10) exhibits without using power tools. Any labor services that may be required beyond this, must be rendered by T3 Expo labor. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk. Proof of full time employment status may be requested by T3 Expo of any personnel working in your booth. Exhibitor Appointed Contractors must provide proof of insurance.

**Material Handling** - Exhibitors may hand-carry their own small items such as laptops into the exhibit facility in one trip. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. T3 Expo will control access to the loading docks in order to provide for a safe and orderly move- in/out. No Exhibitors will be permitted to hand carry items via the loading dock. For liability reasons, only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading and reloading at the dock of any and all carriers and vehicles will be handled by T3 Expo.

**Tipping** - T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a T3 Expo representative at the service desk.

**Safety** - Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor order form and the necessary ladders and tools will be provided.



**EAX Worldwide** offers a variety of competitively priced services. As an Official Forwarder for National Veteran Small Business Conference & Expo, we will pre-print all of your shipping documents & labels. In addition, our representative(s) will be on-site to assist you with your transportation needs.

For a no-obligation quote, simply complete the following form and fax it to 619.668.9078. You can also receive an online **Quick Quote** [CLICK HERE.](#)

Name

Company Name

City, State, Zip of Origin

Estimated Weight

Email

Phone

Fax

Please provide me with a quotation for the following service level:

Economy

2<sup>nd</sup> Day

Overnight

Official Forwarder / Airfreight

**EAX Worldwide** ~ 800.255.5584 Toll Free ~ 619.668.1560 (Main) ~ [www.eaxww.com](http://www.eaxww.com)



# Exhibit Services

## Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on [my.yrc.com](http://my.yrc.com), and gain online control of your shipment from start to finish.

**Be Confident. It's a YRC Delivery.™**

## The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.\*** Be confident your booth will arrive on time with YRC.

## Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

## Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

\* Subject to applicable tariffs and Rules and Conditions publications.

[yrc.com](http://yrc.com) | 800.531.EXPO (3976)  
[exhibit.services@yrcw.com](mailto:exhibit.services@yrcw.com)





SUBMIT ORDERS TO:

**PRG, LLC**

tradeshows@prg.com

1053 Willingham Drive

Atlanta, GA 30344

Phone: (404) 214-4800

Toll Free: (888) 844-4225



OFFICIAL SERVICE PROVIDER



## TO ORDER

Order Online: <https://orders.prg.com>

Online Order Code:

Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_ Prices listed are for show duration.

QTY	DESCRIPTION	ADVANCED RATE	TOTAL
<b>DISPLAY PACKAGES</b>			
	<b>42" Plasma Monitor + DVD Player + Floor Stand</b> Includes: Monitor (16:9, 1024x768 resolution), Floor stand, and DVD Player is consumer grade (NTSC)	\$1,092.50	
	<b>42" Plasma Monitor + Laptop Computer + Floor Stand</b> Includes: Monitor (16:9, 1024x768 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$1,322.50	
	<b>50" Plasma Monitor + DVD Player + Floor Stand</b> Includes: Monitor (16:9, 1280x768 resolution), Floor stand, and DVD Player is consumer grade (NTSC)	\$1,368.50	
	<b>50" Plasma Monitor + Laptop Computer + Floor Stand</b> Includes: Monitor (16:9, 1280x768 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$1,598.50	
<b>HD AND SD FLATSCREEN DISPLAYS</b>			
TOUCHSCREENS, VIDEO WALLS, & OTHER SIZED MONITORS ARE AVAILABLE. CALL FOR A CUSTOM QUOTE!			
<b>NOTE: Displays do NOT include floor stands. Floor stands must be ordered separately. See under "Video".</b>			
	<b>19" LCD Monitor (4:3 / 1280x1024 Resolution / Computer input only)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$195.50	
	<b>24" LCD Monitor (16:9 / 1900x1200 Resolution)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$379.50	
	<b>32" LCD Monitor (16:9 / 1365x768 Resolution)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$632.50	
	<b>40" HD LCD Monitor (16:9 / 1920x1080 Resolution)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$862.50	
	<b>42" Plasma Monitor (16:9 / 1024x768 Resolution)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$862.50	
	<b>46" HD LCD Monitor (16:9 / 1920x1080 Resolution)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$977.50	
	<b>50" Plasma Monitor (16:9 / 1280x768 Resolution)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$1,150.00	
	<b>52" HD LCD Monitor (16:9 / 1920x1080 Resolution)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$1,265.00	
	<b>61" Plasma Monitor (16:9 / 1365x768 Resolution)</b> What is your visual source? <b>Computer</b> <input type="checkbox"/> <b>DVD</b> <input type="checkbox"/> <b>Other/Specify</b> _____ How will you mount this display? <b>Table top</b> <input type="checkbox"/> <b>Wall</b> <input type="checkbox"/> <b>Other</b> _____	\$2,185.00	

### Advanced Rate Deadline is

Orders received after the Advanced Rate Deadline

are subject to an additional 20% charge on equipment.

Page 1 Equipment Subtotal

**NO DRAYAGE CHARGES ON**

**PRG EQUIPMENT!**

Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_


QTY	DESCRIPTION	ADVANCED RATE	TOTAL
<b>VIDEO</b>			
	<b>Monitor Floor Stand w/ Shelf</b> (Select if you are ordering a display from PRG)	\$195.50	
	<b>Monitor Floor Stand w/ Shelf</b> (Select if you are providing your own monitor) <b>NOTE: You MUST SUPPLY a PRG approved wall mount. Please call to get mount approved.</b>	\$287.50	
	<b>DVD Player</b> (Consumer grade - NTSC, Format USA)	\$126.50	
	<b>DVD Player</b> (Pro grade - NTSC / PAL / SECAM International Multi format)	\$218.50	
	<b>Blu-ray Player</b> (Consumer grade - NTSC)	\$172.50	
	<b>26" LCD Monitor w/ built-in DVD Player</b> (16:9 / 1366x768)	\$460.00	
	<b>Video DA</b> (used to send a DVD player source to multiple displays)	\$80.50	
<b>COMPUTER PACKAGES</b>			
	<b>PC Desktop / 19" LCD Monitor (4:3 / 1280x1024 resolution)</b> Includes: PC Desktop (with Windows XP and Microsoft Office 2007), 19" Monitor, Keyboard, and Mouse	\$195.50	
	<b>PC Desktop / 24" LCD Monitor (16:9 / 1900x1200 resolution)</b> Includes: PC Desktop (with Windows XP and Microsoft Office 2007), 24" Monitor, Keyboard, and Mouse	\$379.50	
	<b>Mac Mini Computer / 24" LCD Monitor (16:9 / 1900x1200 resolution)</b> Includes: Mac Mini Computer (with OS 10.0), 24" Monitor, Keyboard, and Mouse	\$494.50	
<b>LAPTOPS AND COMPUTER ACCESSORIES</b>			
	<b>PC Laptop</b> (with Windows XP / Microsoft Office 2007)	\$379.50	
	<b>Apple Laptop</b> (MacBook Pro w/ OS 10.0)	\$517.50	
	<b>Laser Printer</b> (Black & White)	\$379.50	
	<b>USB Keyboard &amp; Mouse</b>	\$34.50	
	<b>Wireless Keyboard &amp; Mouse</b>	\$69.00	
	<b>Computer Speakers</b>	\$46.00	
	<b>8-Port Ethernet Hub</b>	\$69.00	
	<b>Computer DA</b> (used to send one computer signal to multiple displays)	\$80.50	
<b>PROJECTORS AND SCREENS</b>			
	<b>LCD Projector</b> (3000 Lumens / 1024x768 resolution)	\$575.00	
	<b>LCD Projector</b> (4500 Lumens / 1024x768 resolution)	\$690.00	
	<b>Tripod Screen</b> (with black skirt)	\$69.00	
<b>AUDIO</b>			
	<b>350 Watt Sound System</b> (Includes 2 Speakers with stands, and a mixing console)	\$460.00	
	<b>Wireless Microphone</b> - Select one: <b>Handheld</b> <b>Headset</b> <b>Lavalier</b>	\$322.00	
	<b>Wired Microphone</b> - Select one: <b>Handheld</b> <b>Headset</b> <b>Lavalier</b>	\$69.00	
	<b>6-Channel Audio Mixing Console</b>	\$172.50	

Page 2 Equipment Subtotal

Page 1 Equipment Subtotal

Add the Page 1 and Page 2 Equipment Subtotals  **Equipment Total**

of Equipment Total  **Required Sales Tax**

30% of Equipment Total, or \$125 *minimum*, whichever is greater  **Required Labor Service Charge**

10% of Equipment total, see next page for details  **Optional Damage Waiver**

**Grand Total**

## Advanced Rate Deadline is

Orders received after the Advanced Rate Deadline  
are subject to an additional 20% charge on equipment.

Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

## AGREEMENT INFORMATION

**Optional Damage Waiver:** Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

**Cancellation Policy:** Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

**Equipment:** For equipment not listed, please contact us for a complete list of inventory.

**Installation / Delivery / Pickup:** A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. PRG is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers.

**Rental Rates:** The advance rate deadline is two weeks prior to the first show day. Rental rates (advance / on-site) are for the entire length of the show. If order is place after the Advanced Rate Deadline, add an additional 20% to the equipment total.

**Venue Charges** (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

## PAYMENT INFORMATION

**Credit Card:**



15 Card Numbers



16 Card Numbers



16 Card Numbers

**Card Number:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Expiration Date:**

--	--	--	--

MONTH YEAR

**Cardholder's  
Name:** \_\_\_\_\_

**Cardholder's  
Signature:** \_\_\_\_\_

**Cardholder's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

## COMPANY INFORMATION

## DELIVERY INFORMATION

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Show Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Booth#/Rm#:** \_\_\_\_\_ **Booth size:** \_\_\_\_\_

**Delivery Date:** \_\_\_\_\_

**Delievery Time:** 8AM-10AM 10AM-12PM  
(select one)

1PM-3PM 3PM-5PM

**On-site Contact:** \_\_\_\_\_

**On-site Phone** \_\_\_\_\_

**TOLL FREE: 888-844-4225 - EMAIL: TRADESHOWS@PRG.COM**

**NOTE:** Your request will be processed and a CONFIRMATION will be returned within two (2) business days. Questions, concerns or for additional requirements or information, feel free to contact PRG **TOLL FREE** at **888-844-4225**, or email at **tradeshow@prg.com**.

We look forward to serving you, your staff and company at the event. Visit us online at **www.prg.com**



# Motor City Electric Co. Electrical Service Order Form



Please fax or mail form to: One Washington Blvd., Suite 1045, Detroit, MI 48226 ~ Phone (313) 877-9014 ~ Fax (313) 877-9037

Show Name: **Veteran Hiring Fair & Open House (Detroit Hall)** **Advanced Deadline Date (no exceptions):**

Show Dates: June 26 – 28, 2012

**June 11, 2012**

**\*Credit Card must be on file before we can process your order\***

Company Name		Booth #	
Address:	City:	State/Prov:	Zip/Postal:
Phone # with extension:	Fax:	E-mail:	
Authorized Contact Signature	Authorized Contact – <i>please print</i>	Cell Phone:	
X			

Method Of Payment: ☐ Credit Card ☐ Wire Transfer ☐ Money Order ☐ Check (DRAWN ON US.BANK-US FUNDS)

**→Expiration Date** \_\_\_\_/\_\_\_\_ ☐ Amex ☐ Discover ☐ MasterCard ☐ VISA

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholder's Signature

Cardholder's Name - PRINT

X \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

Quantity	24 hr*	Description	Adv Rate	Reg Rate
<b>120V Lighting &amp; Utility Outlets (Additional charges apply for power distribution)</b>				
		Up to 1000 watts	\$ 99.00	\$ 149.00
		Up to 2000 watts	\$ 208.00	\$ 249.60
<b>120V Motor &amp; Equipment Outlets - Maximum one (1) connection per outlet</b>				
		10 Amp	\$ 99.00	\$ 149.00
		20 Amp	\$ 208.00	\$ 249.60
		30 Amp ** see note	\$ 224.00	\$ 268.80
<b>208V 1Φ Motor &amp; Equipment Outlets - Maximum one (1) connection per outlet</b>				
		20 Amp ** see note	\$ 240.00	\$ 288.00
		30 Amp ** see note	\$ 304.00	\$ 364.80
		60 Amp ** see note	\$ 608.00	\$ 729.60
		100 Amp ** see note	\$ 728.00	\$ 873.60
		200 Amp ** see note	\$1,160.00	\$1,392.00
<b>208V 3Φ Motor &amp; Equipment Outlets - Maximum one (1) connection per outlet</b>				
		20 Amp ** see note	\$ 304.00	\$ 364.80
		30 Amp ** see note	\$ 392.00	\$ 470.40
		60 Amp ** see note	\$ 704.00	\$ 845.00
		100 Amp ** see note	\$ 824.00	\$ 988.80
		200 Amp ** see note	\$1,584.00	\$1,900.80
<b>Transformer to boost 208V to 220V</b>				
		Amps @ \$3.89 Amp (20 Amp minimum)		
<b>480V 3Φ Motor &amp; Equipment Outlets</b>				
		30 Amp ** see note	\$ 504.00	\$ 604.80
		60 Amp ** see note	\$ 744.00	\$ 892.80
		100 Amp ** see note	\$ 904.00	\$1,084.80
<b>380V/220V 3Φ Motor &amp; Equipment Outlets</b>				
		30 Amp ** see note	\$ 608.00	\$ 729.60
		60 Amp ** see note	\$ 960.00	\$1,152.00
		100 Amp ** see note	\$1,360.00	\$1,632.00
		200 Amp ** see note	\$2,624.00	\$3,148.80
<b>Floodlights – (Par can cost includes outlet &amp; labor) Lift rental, *focus and materials are additional cost.</b>				
		150 watt clamp on	\$ 92.76	\$ 98.68
		1000 watt par overhead	\$ 281.70	\$ 405.39

**PAYMENT ~**

**Check# (if enclosed)-**

Sub-Total: \$ \_\_\_\_\_ + 6% Sales Tax \$ \_\_\_\_\_ + Labor \$ \_\_\_\_\_ = Total: \$ \_\_\_\_\_

All invoices are due and payable upon receipt, unless noted. By signing this form you agree to all terms and conditions.

\*Rules and Regulations, and Payment Terms are attached. \*\*Denotes additional labor and material costs may apply.

**ANY OVERTIME, SATURDAY OR SUNDAY INSTALLS AND/OR REMOVALS WILL REQUIRE LABOR CHARGES.**



## Motor City Electric Co.

One Washington Blvd., Suite 1045 ~ Detroit, MI 48226 ~ Phone (313) 877-9014 ~ Fax (313) 877-9037

### RULES AND REGULATIONS

**Important:** To receive advanced rates, we must receive your order by the published deadline date **(there will be no exceptions)**; Exhibitors found using outlets without an order will be subject to the regular price and charged for outlet use; No credits will be issued on unused outlets or lighting installed per order; 24 hour power circuits will be an additional 25% of the listed price; Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show close.

**Payment:** The Electrical Service Order Form must be complete with valid credit card information. Your order will not be processed without this information. If paying by check, credit card information must be completed to cover any additional charges after final invoicing. If you prefer to be invoiced at close of show for final balance, prior arrangements must be made in writing with Motor City Electric Co. Tax exempt customers must include certificate with order. If final payment is not received by the 10<sup>th</sup> business day after date of invoice, the credit card on file will be processed to close out the account.

**Electrical Labor:** All labor must be supplied by Motor City Electric Co. and is subject to the prevailing I.B.E.W. Union contract. You will find the rates attached along with a labor request form. Outbound labor will be calculated at 33% of the inbound labor unless actual labor removal is requested in advance.

**Outlet Location & Distribution:** All electrical outlets will be installed on the floor at the draped back wall of inline and peninsula booths. All electrical orders for island booths must be accompanied by a final floor plan and will require labor and materials. If no plan is provided, the outlets will be installed at our discretion. All additional power drops or locations other than back of booth are chargeable on a time and material basis. Power distribution and connection of outlets are chargeable on a time and material basis at prevailing labor rates as is the dismantle labor. Par Can rental from Motor City Electric Co. includes the fixture, outlet, labor in and out. There are additional costs for related materials, lifts, power step ups, and focusing if focusing is not done the same time as the installation.

\*Motor City Electric Co. is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical services should be made by a Motor City Electric Co. electrician. Motor City Electric Co. will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by installation, connection, or plugging in of any electrical outlet other than a Motor City Electric Co. electrician.

**Rules Pertaining to Electrical:** Exhibitors in a booth 10'x40' (400 sq. ft.) or less (excluding island booths) may plug in their own 110 volt equipment and install up to ten (10) UL approved clip-on lights and lamps. NOTE: For General Contractor booth packages, cost to hang lights is chargeable on a time and material basis. Motor City Electric Co. must be notified in writing at least two (2) weeks prior to booth installation of any electrical material or equipment intended for use in Cobo Center, and samples must be submitted for inspection. All electrical material and equipment must be UL listed and approved. Exhibitors in a booth 10'x40' (400 sq. ft.) or less (excluding island booths) may make data hookups. All line voltage connections are the work of the I.B.E.W. All hard-wiring, wiring harnesses and inter-connections are the work of the I.B.E.W. This includes any tray or ductwork to facilitate these installations. Any under carpet or distributions of power will be the work of the I.B.E.W. This includes networking cable.

**Full Time Employees of the exhibitor may:** Calibrate machinery; Fine balance machinery and equipment; Troubleshoot equipment (metering, moving of wires) but only after the electrical labor does all terminations; Install computer accessories (keyboard, mouse, etc.) that are low voltage and less than 6' in length; Complete any non-powered machinery or equipment (display only non-operational).

**Labor and/or materials are required on:** All under-carpet distribution of electrical wiring; All facility overhead distribution; All motor and equipment hook-ups requiring hard wiring connections; All outlets over 20amps and/or with a voltage over 150 volts; Installation of electrical motors and electrical apparatus to be energized. It is Motor City Electric Co.'s responsibility to disconnect and remove all electrical connections and equipment. A dismantle charge will be applied for material and equipment removal other than basic back of booth drops.

#### **Cost Saving Tips:**

- The more work and preparation to your machines prior to entering the Exhibition Hall, the more money you will save.
- Punch holes and install Cable Connectors- this saves on both labor and materials.
- Install a drop line that is long enough to reach your power drop.
- Install quick connects on all Inter-connection cabling, rather than have electricians (labor) make up wire connections on the show floor.
- Make up a distribution panel with switches and disconnects (ordering bulk power is a great cost saver).

As always, please call with any questions or concerns. We are more than happy to help you with your electrical needs. It is our goal to make sure your show is a success.

**Contacts: Dan Reske ~ Director of Operations or Colleen Weir ~ Office Manager**  
[dreske@mceco.com](mailto:dreske@mceco.com) [cweir@mceco.com](mailto:cweir@mceco.com)  
Cell (313) 218-1863 Cell (248) 789-1106

## Motor City Electric Co.

One Washington Blvd., Suite 1045 ~ Detroit, MI 48226 ~ Phone (313) 877-9014 ~ Fax (313) 877-9037

### Electrical Labor / Lift Request Form

Show Name: \_\_\_\_\_ Show Dates: \_\_\_\_\_

Company Name:		Booth #
Phone:	Fax:	Cell:
Authorized Contact Signature:		Authorized Contact- <i>please print</i>
<b>X</b>		

#### **Electrical Journeyman Labor Rate (Steward time evenly split on % of Floor Labor)**

\$ 81.47 ~ Straight Time: Monday - Friday 8:00 AM - 4:30 PM

\$115.91 ~ Overtime: Monday - Friday before 8:00 AM, after 4:30 PM and Saturdays

\$148.27 ~ Double Time: Sundays and Holidays

#### **Electrical Foreman Labor Rate (Evenly split on % of Floor Labor)**

\$ 93.28 ~ Straight Time: Monday - Friday 8:00 AM - 4:30 PM

\$130.94 ~ Overtime: Monday - Friday before 8:00 AM, after 4:30 PM and Saturdays

\$166.68 ~ Double Time: Sundays and Holidays

#### **Electrical General Foreman Labor Rate (Evenly split on % of Floor Labor)**

\$ 99.65 ~ Straight Time: Monday - Friday 8:00 AM - 4:30 PM

\$139.54 ~ Overtime: Monday - Friday before 8:00 AM, after 4:30 PM and Saturdays

\$177.44 ~ Double Time: Sundays and Holidays

**LABOR RATES EFFECTIVE THROUGH JUNE 30, 2012. THESE RATES ARE SUBJECT TO CHANGE ANNUALLY  
ON JUNE 30 PER THE IBEW LOCAL 58 CONTRACT.**

#### **Lift Rates**

#### **Daily**

Scissor	\$ 190.00	Number of lifts needed _____	Date needed _____
One Man Lift	\$ 190.00	Number of lifts needed _____	Date needed _____
Boom	\$ 295.00	Number of lifts needed _____	Date needed _____

A 20% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present.

**\*\*LABOR CAN ONLY BE GUARANTEED IF ORDERED BY 1:00 PM – ONE DAY PRIOR TO LABOR BEING NEEDED\*\***

#### **\*Labor Request for Electrical Distribution:**

Number of Electricians needed: \_\_\_\_\_

Date of install: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_ Do not proceed – Exhibitor will call for labor

\_\_\_\_ OK to proceed without supervision per attached floor plan

## Motor City Electric Co.

One Washington Blvd., Suite 1045 ~ Detroit, MI 48226 ~ Phone (313) 877-9014 ~ Fax (313) 877-9037

### Third Party Billing Request

Company		Booth #	
Address:	City	State/Province	Zip/Postal Code
Phone:	Fax:	Cell:	
Authorized Contact Signature		Authorized Contact-Please Print	

You may arrange third party to handle your display and be billed for services. Motor City Electric Co. will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the THIRD PARTY must complete the credit card authorization on the Payment & Credit Charge Authorization form. Return both forms by the deadline date listed on the order form.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt.

#### EXHIBITING FIRM

#### THIRD PARTY

\_\_\_\_\_  
Exhibiting Firm

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Phone Fax

X\_\_\_\_\_  
Authorized Signature

X\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name (Print)

\_\_\_\_\_  
Authorized Name (Print)

All Motor City Electric Co. services will be invoiced to the third party unless indicated below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBITING FIRM'S Credit Card Charge Authorization (Information **MUST** be provided)

\_\_\_ MasterCard \_\_\_ VISA \_\_\_ American Express \_\_\_ Discover

→ Expiration Date \_\_\_/\_\_\_

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature:

Print Name:

P

X\_\_\_\_\_

Address:

Zip/Postal Code

\_\_\_\_\_

### Motor City Electric Co.

One Washington Blvd., Suite 1045 ~ Detroit, MI 48226 ~ Phone (313) 877-9014 ~ Fax (313) 877-9037

#### Payment and Charge Authorization

Company		Booth Number	
Address	City	State/Prov	Zip/Postal
Phone #	Fax #	Cell #	
Authorized Contact Signature		Authorized Contact- <i>please print</i>	
X			

SHOW NAME	BOOTH NUMBER

#### Credit Card Information

☐ MasterCard ☐ VISA ☐ Discover ☐ American Express

→ EXPIRATION DATE: \_\_\_\_/\_\_\_\_

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cardholders Billing Address – If different from above

\_\_\_\_\_  
Street Number Street Name Zip/Postal Code

X: \_\_\_\_\_  
Cardholders Signature Cardholders Name (*please print*)

Please be advised: This information is required for Motor City Electric Co. to process your order for outlets, materials and labor. **Failure to complete this form with a valid credit card will result in a NO Service action being placed on your specific area or booth until such time the information is provided.** If you wish to be invoiced at close of show to avoid this credit card being processed, prior arrangements in writing must be on file at which time a final invoice will be mailed to the address listed above and payment must be received in full by the 10<sup>th</sup> business day after date of invoice. If payment has not been received to close out your balance, the credit card will be processed to close out the account.

## Motor City Electric Co.

One Washington Blvd., Suite 1045 ~ Detroit, MI 48226 ~ Phone (313) 877-9014 ~ Fax (313) 877-9037

Show Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

### Electrical Circuit Placement Diagram and Plug Configuration

#### Cobo Conference / Exhibition Center

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be.
2. Make each circuit location with correct corresponding order on the application form.  
Important: The foregoing service connection charges include the cost of bringing the power to one location on the floor as per our standard method of installation. Should it be necessary to run lines into the booth or hook up monitors, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis.
3. When power is placed inside the booth area, additional materials such as cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
4. Please indicate neighboring booths all around your exhibits.

#### Back of Exhibit


#### Front of Exhibit

\*\* If this is not large enough for your needs, please send a detailed floor plan with your electrical order form.

# COBO Center Internet Services Order Form

Customer Name:			Booth/Room:	Show Name:
Billing Name:			Show Dates ____/____/____ to ____/____/____	
Billing Address:			Install By Date: ____/____/____	
City, State/Country, Zip:			E-Mail:	
Contact:		Telephone Number:	Fax Number:	
Credit Card Number:	Exp Date:	Security Code:	Cardholder Signature:	Print/Type Cardholder Name:

- NOTE:**
- **Payment in full must be submitted with order form** with either a credit card or a **cashier's** check made payable to "COBO Center".
  - **50% of the total will be added to orders placed 3 to 1 days before the requested installation date.**
  - **A floor plan must be submitted** showing the location of the requested internet connection.
  - Due to the nature of the internet, COBO Center **cannot** guarantee any level of performance or accessibility beyond our gateway.
  - Rates listed are for bringing the service to the room/booth in the most convenient manner and **do not** include distribution within the room/booth, computer equipment, NIC card, TCP/IP software or power to the booth.
  - For questions call (313) 877-8277.

Description of Service	Quantity	Price	Total
<b>1. Shared Service (1.5-Base-T) Internet Service</b>			
a. Single Computer Only - No Routers - Wired Connection Only		\$300 (per drop)	\$
b. Additional Connections		\$50	\$
<b>2. Dedicated Internet Service (Unlimited EtherNAT IP Addresses)</b>			
a. 1.5Mbs Internet Service		\$1,500	\$
b. 3Mbs Internet Service		\$3,000	\$
c. 5Mbs Internet Service		\$5,000	\$
d. 10Mbs Internet Service		\$10,000	\$
e. 15Mbs Internet Service		\$15,000	\$
f. 20Mbs Internet Service		\$20,000	\$
g. 25Mbs+ Internet Service		Call (313) 877-8277	\$
h. Additional Drops, in areas other than meeting rooms		\$550	\$
i. 50 Additional Static IP addresses		\$550	\$
j. One VLAN		\$550	\$
<b>3. VLAN with no Internet Connectivity</b>			
a. One VLAN		\$550	\$
b. Drops for VLAN		\$275	\$
<b>4. Rental</b>			
a. 24 Port Switch (100 Base-T)		\$550	\$
b. 48 Port Switch (100 Base-T)		\$1,100	\$
<b>5. Expedite Charges</b>			
<b>Orders placed 3 to 1 days before the requested installation date</b>		<b>50% added to the order</b>	\$
<b>TOTAL</b>			<b>\$</b>

Forms should be submitted **with payment** to one of the following:

**E-Mail:** orders@cobocenter.com

**Mail:** Cobo Center/SMG

**Fax:** (313) 877-8800

Attn: Finance Department

One Washington Blvd.

Detroit, MI 48226

<p>Limited Warranty:</p> <p>COBO CENTER warrants that: (a) it has the right to provide and install all Data, and Network Services (the "Services"). In the event that the Services are not performed in accordance with this warranty you agree to inform COBO CENTER of such fact, by written notice prior to close of the Show / Event, and, as your sole and exclusive remedy, COBO CENTER will either: (a) repair or replace the Services to correct any defects in performance without any additional charge to you, or (b) in the event that such repair or replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to COBO CENTER for the Services hereunder with respect to such calendar year. The foregoing warranties will not apply to the extent that: (a) the Services are used for any purpose other than those set forth in this Customer Contract regardless of whether COBO CENTER has terminated this Customer Contract because of such misuse; (b) the cause of a breach of warranty is due to a malfunction in your hardware, software or communications network through which the Services are accessed; or (c) the cause of a breach of warranty is due to any other cause outside of our sole and reasonable control.</p> <p>DISCLAIMER OF WARRANTY:</p> <p>THE FOREGOING CONSTITUTE OUR ONLY WARRANTIES WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SYSTEMS AND APPLICATIONS AND/OR THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTIES ARE IN LIEU OF, AND COBO CENTER HEREBY EXPRESSLY DISCLAIMS, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.</p>	<p>The terms of these provisions shall survive the expiration or termination of this Customer Contract.</p> <p>LIMITATION OF LIABILITY:</p> <p>EXCEPT FOR OUR WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, YOU AGREE THAT UNDER NO CIRCUMSTANCES IS COBO CENTER LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR OUR SERVICES OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF COBO CENTER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY TO YOU FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR OUR SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY YOU TO COBO CENTER WITH RESPECT TO THOSE DEFICIENT SERVICES. THE LIMITATION OF LIABILITY PROVIDED BY THIS SECTION IS LIMITED TO OUR DUTIES AND LIABILITIES BY REASON OF THIS AGREEMENT ONLY, AND DOES NOT AFFECT ANY OTHER RELATIONSHIP COBO CENTER MAY HAVE WITH YOU. THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE. YOU MAY BRING NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.</p> <p>The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and Cobo Center will have no obligation to continue providing such service unless Cobo Center elects in its sole discretion to continue to provide such services itself or through a third party; The provisions of the Customer Contract are separate and independent from the provisions of the Customer's rental space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by COBO CENTER under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any rental or any other occupancy agreement between such Customer and Cobo Center.</p>
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# Network Security Policy

The Network Security Policy implemented for this Facility requires Customer adherence to several necessary precautions in order for Cobo Center to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Cobo Center's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Cobo Center prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Cobo Center requires that all devices directly or indirectly accessing Cobo Center's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. **Any device(s), which adversely impacts Cobo Center's network, can lead to disconnection of the Customer's equipment from the network, with or without prior notice at Cobo Center's sole discretion.** The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Each Customer's business is important to Cobo Center and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*Please inform all show site personnel about the importance of Cobo Center's Network Security compliance issues\*\***

**\*\*Services are activated after Cobo Center is in receipt of this signed declaration of compliance with our network security requirements\*\***

# Terms & Conditions

To avoid additional charges, floor plans are due 5 days prior to move-in. Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply). Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.

1. **CANCELLATION - There is a minimum \$150 Cancellation fee for shared service and \$500.00 Cancellation fee for dedicated service.** Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
2. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.
3. There will be a \$50 service charge for all returned checks.
4. **Conditions for processing service contract for On-time Installation:** (a) Full payment for service(s) must accompany signed contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of contract. (d) Complete floor plan itemizing location of service(s) in Customer's booth must be designated on form or customer provided diagram(s) 7 days prior to the 1st day of move-in to avoid additional charges. (e) Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fee's may apply).
5. **Service problems** must be reported to the Cobo Center Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
6. **Equipment Management:** (a) Customers should pick up rental equipment at the Cobo Center Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Cobo Center Service Desk within one (1) hour following close of the show. (c) The Cobo Center Service Desk will be open to handle equipment rentals during move-in and show.
7. Only Cobo Center personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Cobo Center for this service contract shall remain the property of Cobo Center.
8. Prices are based upon current rates and are subject to change without notice.
9. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed.



## INTERNET / NETWORK SPECIFIC:

10. **Shared Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed without prior approval**.
11. **Wireless devices not authorized by Cobo Center are strictly prohibited.** (a) Customer(s) that desire to showcase their wireless products must contact Cobo Center 21 days in advance of show move-in to investigate the potential of Cobo Center engineering a customized cohesive network to operate without interference to other Customer(s). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
12. **Use of Network Connection:** (a) Services provided by Cobo Center are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Cobo Center services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Cobo Center services **shall not disrupt** any of the Cobo Center or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Cobo Center or other associated networks. Cobo Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
13. **Internet Security Disclaimer:** Cobo Center does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the **sole responsibility** of the Customer to provide any necessary security. Customer is agreeing to hold Cobo Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
14. **VIRUS PROTECTION REQUIREMENT – WARNING –** Cobo Center requires that all devices directly or indirectly accessing Cobo Center's Network have the latest virus scan software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts Cobo Center's network, will be disconnected from the network(s) with or without prior notice at Cobo Center's sole discretion. The device in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and / or problem resolution. No refunds will be issued to Customer as the result of Cobo Center's actions to disconnect disruptive devices.
15. **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY COBO CENTER ARE PROHIBITED.** Cobo Center will not be responsible for any possible interference that may be experienced.

## RESTRICTIONS & SPECIAL REQUESTS

Due to the extensive coverage Cobo Center provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Cobo Center prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Cobo Center Wireless Network. Cobo Center requires all Customers showcasing their wireless products to contact Cobo Center 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Per our Terms and Conditions listed on Cobo Center's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

Device(s) Operating System: \_\_\_\_\_

Type of Anti-Virus Software: ☐ Norton (Symantec) ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Security Updates Last Performed: \_\_\_\_\_

## CUSTOMER ACCEPTANCE OF ALL COBO CENTER TERMS AND CONDITIONS

With execution of this document the Customer hereby authorizes Cobo Center to provide services as requested, and that he/she is authorized to request such services and acknowledges full and complete understanding of all Terms and Conditions contained herein.

\_\_\_\_\_  
Print Authorized Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

COBO Hall  
Exhibitor Services AT&T Telephone service  
[MW.EXHIBITOR.SERVICES@RDSMAIL.IMS.ATT.COM](mailto:MW.EXHIBITOR.SERVICES@RDSMAIL.IMS.ATT.COM).  
or send via toll free fax 800 311-5107  
Direct dial 877 377-2508 or 877 377-2507

Please return form 10 business days prior to event/show date to guarantee requested due date

**PART 1**

Business Access Line (\$228.95 first line, \$143.95 each additional line due same day). Qty:

Price estimates based on Monthly and non-recurring charges applicable and do not include local toll charges and applicable taxes. Prices subject to change

Option Features Available:

<input type="text"/>	Call Forwarding \$7.50
<input type="text"/>	Caller Id \$11.40
<input type="text"/>	Caller Id w/name \$14.00
<input type="text"/>	Call Waiting \$8.50

**\*\*\*\*YOUR ORDER DOES NOT INCLUDE TELEPHONE EQUIPMENT—YOU MAY BRING YOUR OWN PHONE SET\*\*\*\***

**PART 2** Installation information

Name of Show or Event \_\_\_\_\_

Firm's Name as displayed on booth or in room \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Name/contact number of person for installation \_\_\_\_\_

Install \_\_\_\_\_ telephone lines

Install date \_\_\_\_\_ Disconnect date \_\_\_\_\_

Name of preferred long distance carrier \_\_\_\_\_ if none selected will default to **at&t**

**PART 3** Billing Information

Bill Name \_\_\_\_\_

In care of \_\_\_\_\_

Bill address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Submitted by \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

# Cleaning Order Form

**2 WEEK ADVANCE DEADLINE**  
**JUNE 12, 2012**



**Veteran Hiring Fair & Veteran Open House Detroit Hall**



**JUNE 26 - 2, 2012**

**ABM IS THE EXCLUSIVE CLEANING CONTRACTOR OF COBO CONFERENCE CENTER.**

**Advance Rate Policy:** Order form and payment must be received by the above deadline in order to qualify for advance rates. Order form must be submitted with authorization signature and complete credit card information, *including expiration date.*  
**Orders received after the deadline or placed at show will be billed at the floor rate (+35%)**

EXHIBITOR NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

Third Party NAME: \_\_\_\_\_ Dates of Service \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: (office) \_\_\_\_\_ (cell) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PAYMENT METHOD: \_\_\_\_\_ check/money order \_\_\_\_\_ credit card \_\_\_\_\_ (see below) \_\_\_\_\_ wire transfer \_\_\_\_\_

Charge to: ☐ MasterCard ☐ Visa ☐ American Express

\_\_\_\_\_ security code \_\_\_\_\_

**TOTAL DUE:**

Cardholder signature: \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

***I authorize this order and accept responsibility for all charges.***

\_\_\_\_\_  
Signature Date

Fax copy of final invoice & charge receipt to: (Fax #) \_\_\_\_\_ Attn: \_\_\_\_\_

ADVANCE RATES-Please select type of cleaning needed		Rate per sq. foot	Square Footage	Number of Days	Total Amount
Booth Carpet Vacuuming (minimum 100 square Feet)	100-400 sq. feet	20			\$ -
	401-1600 sq. ft.	15 ¢			\$ -
	Over 1600 sq. ft.	Call for Quote			
Hard Surface Floor	Damp Mop	25 ¢			\$ -
	Buff & Wax	Call for Quote			\$ -
Booth Shampoo Service		48 ¢			\$ -
Plastic Carpet Cover Removal		8 ¢			\$ -
Large Plastic Barrel Rental (empty as needed)		\$49.00	# of barrels _____		\$ -
Hourly Porter Labor - Set Porter or Car Polisher		Rate per hour	Total hours	Service Date(s)	Total Amount
Straight time (First 8 hours)		\$27.00			\$0.00
Saturday or after first 8 hours		\$37.00			\$0.00
Sunday or Holiday Hours		\$39.00			\$0.00

**ALL ORDERS ARE SUBJECT TO THE TERMS & CONDITIONS ON REVERSE**

**RETURN ORDER FORM WITH PAYMENT IN FULL TO:**



**One Washington Blvd., Suite #1020, Detroit, MI 48226. Phone (313) 259-6535 or (313) 259-4529**

**Orders paid by credit card may be faxed to (313) 259-6872. Please retain a copy for your records.**

ABM Office Only: Job#: \_\_\_\_\_ Tag: \_\_\_\_\_ Initial: \_\_\_\_\_



# Centerplate

Craveable Experiences. Raveable Results.™

**Cobo Conference and Exhibition Center / Detroit, Michigan**

Phone (313) 567-9114 Fax (313) 567-2305

**2012**

*All Orders due by June 5, 2012*

*(20% surcharge will be added for orders received after June 5, 2012)*

## **Beverages**

Soft Drinks (Pepsi – Assorted)	\$3.00/each	Hot Tea	\$30.00/gal.
Bottled Juice - Assorted	\$3.00/each	Infused Water	\$20.00/gal
Bottled Spring Water (16.9 oz)	\$2.75/each	Fruit Punch	\$30.00/gal.
Bottled Ice Tea	\$3.00/each	Lemonade	\$30.00/gal.
10 Ounce Bottled Water	\$1.50 each	Iced Tea	\$30.00/gal.
Perrier Sparkling Water	\$4.00/each	Fresh Brewed Coffee	\$40.00/gal.
Evian	\$4.00/each	Fresh Brewed Decaf Coffee	\$40.00/gal.
Absopure Water (5 gallons)	\$25.00/each	Starbuck's Coffee	\$55.00/gal.
Absopure Water Unit Rental	\$150.00/unit	Starbuck's Decaf Coffee	\$55.00/gal.

## **Breakfast & Lunch**

### Continental Breakfast

*(Priced per Person-Minimum order of 25 People Required)*

Quick Start Continental	\$18.00/person
<i>Fresh breakfast pastries with seasonal juices, coffee, decaffeinated coffee and herbal teas.</i>	
Healthy Start	\$18.00/person
<i>Fresh cut seasonal fruits and berries, assorted yogurts, selection of danish pastries, muffins and sliced breakfast breads, seasonal juices, coffee, decaffeinated coffee and herbal teas.</i>	
Taste of Europe	\$23.00/person
<i>Fresh fruit tray, assorted filled croissants, danish pastries, scones, assorted fruit yogurt and granola, chilled juices, Coffee, decaffeinated coffee and herbal teas</i>	

### Breakfast a la Carte

Seasonal Whole Fresh Fruit	\$2.00/each	Fresh assorted Danish	\$35.00/dozen
Breakfast Bars	\$4.00/each	Donuts	\$32.00/dozen
Fruit Yogurt	\$3.00/each	Fresh Baked Cinnamon Rolls	\$35.00/dozen
Canadian Bacon, Egg, Cheese	\$6.00/each	Muffins	\$35.00/dozen
Sausage & Egg, Cheese Biscuit	\$6.00/each	Bagels with Cream Cheese	\$35.00/dozen
		Croissants with Jam & Butter	\$35.00/dozen

### Box Lunches

*(All Box Lunches include Whole Fruit, Chips/Pretzels, and Cookies)*

Eastern Market Veggie Wrap	\$19.00/person
<i>Green bell pepper, grilled zucchini, yellow squash and mushrooms, sprouts, carrots, rolled in a spinach tortilla</i>	
Mid Town Club Wrap	\$22.00/person
<i>Roasted turkey breast &amp; baked ham rolled in a honey wheat lavosh with swiss cheese, bacon mayonnaise, lettuce and tomatoes.</i>	
Motor City Deli	\$22.00/person
<i>Choice of roast beef, smoked turkey, corn beef or baked ham, cheese, lettuce, tomato, onion, on a pretzel Roll</i>	
Chicken Fajita Wrap	\$22.00/person
<i>Cajun gilled chicken stuffed in a tomato tortilla with peppers, onions, cheese, chipotle sour cream, lettuce and tomatoes</i>	
New Center Chicken Breast	\$22.00/person
<i>Herb grilled chicken with monterey jack cheese, lettuce and tomato on a fresh kaiser bun</i>	
<i>Orleans Street Strip Loin</i>	
<i>Sliced roasted beef strip loin served on a fresh Kaiser roll topped with peppers, fried onions, cheese. lettuce and tomatoes</i>	

## **Munchies**

Trail Mix (Pre-pack)		Fresh Baked Cookies	\$25.00/dozen
Sweet & Salty (Pre-pack)	\$2.50/each	Chocolate Fudge Brownies	\$28.00/dozen
Sliced Fresh Fruit (serves 35)	\$175.00/platter	Potato Chips (Bag)	\$ 1.50/bag
Fresh Vegetables & Dip (serves 35)	\$120.00/platter	Pretzel (Bag)	\$ 1.50/bag
International Cheese Tray (serves 35)	\$170.00/platter	Granola Bars or Candy Bars	\$ 4.00/each
		Fancy Mixed Nut	\$20.00/pound

## Hors d' oeuvres

### Cold Hors d' oeuvres

(Price Based on 100 Pieces Per Order – Minimum Per Item 100)

_____ Sinful Dessert Display	\$12.00/person	_____ Corn Salsa, Tomato, Shrimp Tortilla	\$250.00
_____ Bruschetta	\$175.00	_____ Smoked Salmon Triangle	\$275.00
_____ Roasted Vegetable Focaccia	\$175.00	_____ Mozzarella Mini Cake	\$275.00
_____ Mini Mushroom Burgers	\$225.00	_____ Spicy Tuna Tartar	\$350.00
_____ Goat Cheese Crostini	\$225.00	_____ Caribbean Crab on Cucumber	\$350.00
_____ Smoked Ham Roll-Ups	\$225.00	_____ Shrimp on Ice w/Cocktail Sauce	\$400.00
_____ Smoked Salmon Display (4lb)	\$275.00	_____ Beef Tenderloin Crostini	\$400.00

### Hot Hors d' oeuvres

(Price Based on 100 Pieces Per Order – Minimum Per Item 100)

Appropriate sauces and condiments are served with all hors d' oeuvres

_____ Swedish Meatballs	\$195.00	_____ Spanakopita (Spinach Triangles)	\$225.00
_____ Chicken Wings – BBQ or Spicy	\$200.00	_____ Chicken or Beef Quesadillas	\$225.00
_____ Triple Sausage Skewers	\$225.00	_____ Mango Shrimp Skewer	\$325.00
_____ Vietnamese Spring Rolls	\$225.00	_____ Sirloin Beef Kabobs	\$350.00
_____ Grilled Chicken Satay	\$225.00	_____ Firecracker Shrimp Skewer	\$350.00
_____ Breaded Chicken Tenders	\$225.00	_____ Miniature Beef Wellington	\$400.00
		_____ Herb Crusted Lamb Chops	\$500.00

### Information and Policies

- NO CANCELLATIONS OR DECREASES LESS THAN 72 HOURS PRIOR TO DELIVERY!
- All prices are subject to 21% service charge and 6% state sales tax.
- No food or beverage is to be brought into Cobo Center for any purpose.
- Customer will pay total charges as specified on the catering order(s) as well as applicable charges on additional items ordered on site.
- Final bill will be charged to credit card on file unless otherwise discussed and arranged.
- All Catering orders or re-orders totaling less than \$75.00 will result in a \$25 delivery fee.

**Please return to:**  
**Centerplate at Cobo Center**  
**One Washington Blvd.**  
**Detroit, MI 48226**

**Phone: (313) 567-9114 \* Fax: (313) 567-2305**

**Centerplate Sales Direct Contact #'s:**

**Catherine Urban – Director of Sales**

**(313) 567-9114 \* Catherine.Urban@centerplate.com**

### Order Information Form

Company Name	Delivery Date & Time
Street Address	Contact Name
City, State, Zip Code	E-Mail Address
Phone	Fax
Booth or Room #	Number of People

### Credit Card Authorization Form

Cardholder's Name	Credit Card #
Expiration	Signature

☐ American Express

☐ Visa

☐ MasterCard

☐ Discover



# Viviano Flower Shop

## Veteran Hiring Fair 2012

### Plant & Floral Order Form

Plants may be viewed at our website at [www.viviano.com/showsandevents](http://www.viviano.com/showsandevents)

Toll Free: 1- 800 viviano Fax: (586) 293-1475 Mike Czaja: (810) 533-2026

**Please Fax Pre-Orders No Later Than June 12<sup>th</sup>**

(Please Print)

Company Name: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Booth Contact: \_\_\_\_\_ Booth # \_\_\_\_\_

Method of Payment: Check: \_\_\_\_\_ Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Set up: Time: \_\_\_\_\_ Date: \_\_\_\_\_ Strike: Time: \_\_\_\_\_ Date: \_\_\_\_\_

**Order Form Directions:** Please fill out order form completely. Plants are provided on a rental basis only and are the sole property of Viviano Flower Shop, Inc. If plants are missing from your display you will be charged for them. Thank you in advance and have a great show!

RENTAL PLANT SIZES	PLANT PRICE	PLANT DESIRED	CONTAINER Black, White, or Wicker	QTY ###	TOTAL \$\$\$
3'	\$35.00				
4'	\$45.00				
5'	\$60.00				
6'	\$70.00				
7-8'	\$80.00				
9'- up	\$10 per.ft.				
Large Fern	\$35.00				
Ivy	\$30.00				
<b>Flowering Plants</b>					
Pot of Blooming Plants	\$65.00				
Azalea:	\$30.00				
Chrysanthemum:	\$20.00				
Bromelaid:	\$30.00				
Kalanchoe:	\$20.00				
Cyclamen:	\$20.00				
<b>Cut Flower Arrangements</b>	<b>Price</b>	<b>QTY</b>	<b>Total</b>	<b>Plant Subtotal</b>	
Boutonnieres: \$6.00 – up				Show Spec. Subtotal	
Corsages: \$15.00 - up				Flower Subtotal	
Bud Vases: \$15.00 - up				<b>Subtotal</b>	
Floral Arrangements: \$50 -up				Sales Tax 6 %	
<b>Cut Flowers Sub Total</b>				<b>TOTAL</b>	

#### **Show Favorite**

2-4' Tropical Plants  
2-Mum Plants  
2-Boston Ferns  
Reg. \$200.00 Value  
**\$180.00**  
Check Here ( )

#### **Show Classic**

2-5' Ficus Trees  
2-3' Tropical Plants  
2- Mum Plants  
1-Table Top Bud Vase  
Reg. \$245.00 Value  
**\$220.00**  
Check Here ( )

#### **Show Stopper**

2-6' Ficus Trees  
2-4' Tropical Plants  
2-3' Tropical Plants  
2-Boston Ferns  
4-Blooming Plants  
1-Arrangement (\$40 )  
Reg. \$490.00 Value  
**\$441.00**  
Check Here ( )

Viviano Flower Shop, Inc.  
32050 Harper Avenue  
Saint Clair Shores, MI 48082